

COVID-19 Health Protocols for Webster University Employees

These recommendations are based on the most recent information obtained from the following resources, CDC, MO Department of Health and St. Louis County Health Department. This document has been created in collaboration with the Webster University Student Health Services Medical Director.

Last Updated: August 5, 2021

I. Purpose

Webster University will implement protocols for the employees in the management of an employee that has been diagnosed with COVID-19, or is suspected of having COVID-19, or has been identified as a Close Contact.

II. Policy Scope

This policy applies to all full time and part time employees on the main campus of Webster University and can be adjusted by other campus locations throughout the United States pending local health department protocols. This policy does not include student employees.

III. Policy Statement

All employees on the main campus that have been diagnosed with COVID-19, or suspected of having COVID-19, or have been identified as a Close Contact will be subject to quarantine or isolation procedures as needed for the protection of the Webster community.

IV. Definitions

A. Quarantine is defined as:

1. Process by which a person that may have been exposed to the virus must stay away from others for 10 days and monitor their health for symptoms of COVID-19.
2. The amount of time may vary depending on each person's unique situation and medical provider directions.

B. Isolation is defined as:

1. Process by which a person infected with the virus is required to stay away from people who are not infected.
2. The amount of time may vary depending on each person's unique situation and medical provider directions.

C. Case is defined as:

1. A person diagnosed with the COVID-19 disease.
2. Diagnosis obtained from a positive laboratory test result.

D. Suspected Case is defined as:

1. A person exhibiting symptoms of COVID-19.
2. A person in close contact with a positive case.

3. A person that was tested for COVID-19 and is waiting for the return of the laboratory testing results.

E. Close Contact is defined as:

1. A person who was within 6 feet of a Case for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. This can be defined as individual brief exposures added together over a 24-hour period (e.g., three 5-minute exposures over a total of 15 minutes).
2. Examples of a close contact can occur when caring for someone at home who is sick with COVID-19, having direct physical contact with the ill person (touching, hugging or kissing), sharing eating or drinking utensils with the ill person, or if the ill person while talking, laughing, sneezing, or coughing sprays contaminated respiratory droplets on to the Close Contact.

F. Asymptomatic is defined as:

1. A person is a carrier for a disease or infection but does not experience symptoms of the disease or infection.
2. Ex: An employee has been diagnosed with COVID-19 and does not exhibit any of the symptoms of the disease.

V. Symptoms of COVID-19:

- A. Common symptoms are fever (100.4 F or 38 C) or higher, cough, and shortness of breath.
- B. Other symptoms may include chills, fatigue, new or worsening muscle or body aches, new or worsening cough, sore throat, headache, new loss of sense of smell or taste, congestion or runny nose, nausea, vomiting, or diarrhea, or abdominal pain.

VI. Required Procedures for an employee with a diagnosis of COVID-19, or identified as a Close Contact, or suspected of having COVID-19. See section XII for information regarding those who are fully vaccinated.

- A. The employee will notify Human Resources (HR) and their direct supervisor.
- B. The employee should notify their private physician of their status.
- C. The employee will be asked to leave the campus immediately.
- D. The employee will be asked to remain in an area away from others if not able to leave campus immediately.
- E. The employee is required to stay at home and is not to report to campus until they have approval to return from their physician or the Health Department.

VII. Employee is diagnosed with COVID-19 - isolation information

- A. The employee is required to remain in isolation and will be discharged from isolation when authorized by the local Health Department (HD) or private physician.
- B. The local HD will conduct a public health interview and will explain the isolation process.
- C. The symptomatic employee may be discharged from isolation based on ALL 3 criteria:

- A. Must be fever-free without the use of fever reducing medications (ibuprofen, Tylenol etc.) for 24 hours.
- B. Symptoms of COVID-19 have improved.
- C. It has been at least 10 days from the day the symptoms first appeared.
- D. The asymptomatic employee may be discharged from isolation based on the following criteria:
 - 1. Must remain in isolation for 10 days after the positive test date.
 - 2. Remained asymptomatic during the isolation period.
- E. The employee must present a document via email to HR validating the return to campus from their physician or HD.

- VIII. Employee is notified they are a Close Contact testing and quarantine information
- A. The Close Contact should be tested for the COVID-19 disease 5 days or later after the last day of contact with the positive (case) person. For example, if the Close Contacts last day with the positive case was a Sunday the close contact should seek testing on the 5th day which would be Friday or later.
 - B. The Close Contact should request the deep nasal swab test as this is the most accurate testing procedure at this time and is recommended by the Health Department.
 - C. The Close Contact is required to complete the full 10 days in quarantine **even if the test is negative**.
 - D. The local HD will conduct a public health interview, will explain the quarantine process and monitor the status of the close contact.
 - E. The employee is required to remain in quarantine and will be discharged from quarantine when authorized by the local Health Department (HD) or private physician.
 - F. The employee must present a document via email to HR validating the return to campus from their physician or HD.

IX. Health Department Procedures - The health department may not reach out for contact tracing if the system is overwhelmed. This will depend on the amount of spread within the community.

- A. The HD receives notification of a positive test of an employee from a testing site.
- B. The Health Department initiates Contact Tracing:
 - 1. A process by which the HD will reach out to the employee and assist with the identification of possible Close Contacts within the community.
 - 2. This may occur 24-48 hours after the employee has been notified of the positive result.
 - 3. The HD will direct the employee to isolate and practice self-care monitoring procedures.
 - 4. The HD will notify the employee and will direct them to quarantine and practice self-care monitoring procedures.
 - 5. The HD will provide information and medical resources for the employee and Close Contact, if needed.

- X. Webster University Contact Tracing Procedures
 - A. HR will talk to the employee as soon as possible to identify on campus Close Contact.
 - B. This may take place before the employee is contacted by the HD.
 - C. This information is confidential, and the identity of the positive employee is never revealed.
 - D. The positive employee is asked detailed question related to the dates they were on campus, locations they visited and people they may have been a close contact with during their time on campus.
 - E. HR will notify Close Contacts, as needed.

- XI. Disinfection Procedures

- A. Campus locations that were in contact with a Case will be sanitized and disinfected by the commercial cleaning company.
 - 1. HR will contact Rick Gerger to request this service.
 - 2. The area is quarantined for 12 hours before 4M will initiate this process.

- XII. New Guidance for Fully Vaccinated People

- A. A fully vaccinated person who has had close contact with a person with COVID-19 does NOT need to quarantine if they meet the following criteria:
 - 1. The person is fully vaccinated (it has been 14 days since the person received the second dose of a 2-dose series OR 14 days since the dose of a single dose vaccine)
 - AND
 - 2. The person has remained asymptomatic since exposure.
 - B. Fully vaccinated people who have symptoms of COVID-19 (from a known exposure or otherwise) should quarantine until they are tested (and receive results) and follow the isolation protocol should they test positive. Symptoms in fully vaccinated people may be mild and mimic a cold or allergies.